

City of Los Angeles

CALIFORNIA



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MAYOR

OFFICE OF
CITY CLERK
**Neighborhood and Business
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MIRANDA PASTER
ACTING DIVISION HEAD

March 19, 2014

Honorable Members of the City Council
City Hall, Room 395
200 North Spring Street
Los Angeles, California 90012

Council District 3

REGARDING: THE TARZANA SAFARI WALK (PROPERTY-BASED) BUSINESS
IMPROVEMENT DISTRICT'S 2014 FISCAL YEAR ANNUAL
PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Tarzana Safari Walk Business Improvement District's ("District") 2014 fiscal year (CF 12-0896). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with Section 36600 et seq. of the California Streets and Highways Code ("State Law"), an Annual Planning Report for the District must be submitted for approval by the City Council. The Tarzana Safari Walk Business Improvement District's Annual Planning Report for the 2014 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Tarzana Safari Walk Business Improvement District was established on September 4, 2012 by and through the City Council's adoption of Ordinance No. 182,249 which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The City Council established the District pursuant to State Law.

ANNUAL PLANNING REPORT REQUIREMENTS

The State Law requires that the District's owners' association shall cause to be prepared, for City Council's consideration, an Annual Planning Report for each fiscal year for which assessments are to be levied and collected to pay for the costs of the planned District improvements and activities. The Annual Planning Report shall be filed with the City Clerk and shall refer to the district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following:

any proposed changes in the boundaries of the district or in any benefit zones within the district; the improvements and activities to be provided for that fiscal year; an estimate of the cost of providing the improvements and the activities for that fiscal year; the method and basis of levying the assessment in sufficient detail to allow each real property owner to estimate the amount of the assessment to be levied against his or her property for that fiscal year; the amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and the amount of any contributions to be made from sources other than assessments levied.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on November 6, 2013, complies with the requirements of the State Law and reports that programs will continue, as outlined in the Management District Plan adopted by the District property owners. The City Council may approve the Annual Planning Report as filed by the District's owners' association or may modify any particulars contained in the Annual Planning Report, in accordance with State Law, and approve it as modified.

FISCAL IMPACT

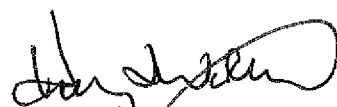
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Tarzana Safari Walk Business Improvement District's 2014 fiscal year complies with the requirements of the State Law.
2. ADOPT the attached Annual Planning Report for the Tarzana Safari Walk Business Improvement District's 2014 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott
Interim City Clerk

HLW:MCP:RMH:ev

Attachment: Tarzana Safari Walk Business Improvement District's 2014 Fiscal Year Annual Planning Report

**Tarzana Safari Walk
Property Business Improvement District**



**Annual Planning Report
2014**

Presented By:

**Tarzana Improvement Association
18653 Ventura Blvd., PMB 323
Tarzana, CA 91356**

Prepared by:
Kathy Delle Donne, President



November 27, 2013

Ms Holly Wolcott
Interim City Clerk
Office of the City Clerk
200 North Spring Street
Room 360
Los Angeles, CA 90012

RE: 2014 Annual Planning Report for Tarzana Improvement Association

Dear Ms. Wolcott,

On November 6, 2013, the Tarzana Improvement Association held a meeting to review the proposed 2014 budget and activities.

The 2014 Annual Planning Report was presented and reviewed by the Board during that meeting and was unanimously approved.

On behalf of the Tarzana Improvement Association, I would like to present this Board approved 2014 Annual Planning Report to the Office of the City Clerk and to the Los Angeles City Council for their review and approval.

Please feel free to contact me with any questions.

Thank you,

Kathy Delle Donne
President

Tarzana Improvement Association

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Tarzana Improvement Association

Annual Planning Report - 2014

District Name: This report is for the Tarzana Safari Walk Business Improvement District.

Fiscal Year of Report: This report covers the period from January 1, 2014 to December 31, 2014.

Boundaries – The boundaries of the Tarzana Safari Walk Business Improvement District will remain the same for the 2014 fiscal year. The area is located along Ventura Blvd. from Reseda Blvd. to Crebs Ave./Burbank Blvd. Only commercial parcels shall be assessed to fund special benefit services as outlined in the Management District Plan. There are no changes to the boundaries for 2014.

Benefit Zones – The benefit zones for the Tarzana Safari Walk Business Improvement District will remain the same for the 2014 fiscal year. There is only one benefit zone in the District. The District includes a total of 38 parcels represented by 28 individual property owners.

Public Rights of Way and Sidewalk Operations

Enhanced Beautification Programs

Trash Removal - Twice weekly a service provider picks up trash from the special trash receptacles that have been provided by the BID within the District. This service has decreased the amount of litter along the BID's walkways. A cleaner environment for businesses, visitors and shoppers helps to increase commerce in the District.

Tree Trimming – Professional tree trimming crews periodically prune and trim the tree located in the Tarzana Safari Walk Business Improvement District. This service will produce a more aesthetically pleasing commercial venue for each individual assessed parcel in the District and as a result, increase commerce to the District's business community.

Weed Abatement – Weeds are removed as they become unsightly. Removal of weeds will enhance the District and make it more attractive to customers and pedestrian shoppers, and thereby, increase commerce to the District.

Trash Receptacle/Medallion Repair and Replacement – Trash receptacles and medallions in the District are repaired and maintained on a regular basis. Maintenance of these distinctive Safari Walk streetscape identification items will promote commerce to the District because of the increase in the pedestrian activity within the District.

Paper signs and handbills that are scotch taped or glued on public property, utility boxes, and poles are removed. This maintenance program will keep the District from visual blight and enhance pedestrian activity within the District. When there is an increase in pedestrian activity, this usually increases commerce to the District's businesses

Streetscape Improvements

Street & Pedestrian Lighting – The BID continues to work with the Mayor's Office, Councilmember Bob Blumenfield and the Dept. of Transportation, regarding the future installation of much needed "smart lights" within the District, in order to improve pedestrian circulation where none exists now. The BID continues to investigate possible methods to enhance their existing crosswalks.

Special Crosswalks Enhancement - Presently, The BID is working on the installation of a left turn signal in the District which will help traffic flow and congestion when children are going to and from school. This has been well received from the business owners in the area.

Sidewalk Pavers – The BID is investigating the use of pavers in specific areas in the BID.

Tree Planting - The BID continues to maintain the trees within the District. The BID is now in the process of removing some of the trees in the District as they have outgrown the tree wells. After the repair of the tree wells, new trees will be planted that will provide canopied shade for pedestrians.

District Identity/Marketing and Promotions

Website - Smart methods such as the continuous updates to the website ensures that customers are aware of new businesses moving into the BID as well as spaces that are available for lease.

Newsletter – News of the BID will continue to be emailed quarterly to property owners.

Advertising - Business owners are notified regarding local workshops for business development.

Banners - "Welcome" banners with the Tarzana Safari Walk logo and Safari themed medallions are installed on the light standards which enhance the BID area and help to promote pedestrian activity.

Events – There are several events in the planning stages for Tarzana Safari Walk. One is the Sidewalk Fair usually held in the month of September. Also, art shows are being planned for vacant storefronts. This will contribute to an increase in pedestrian activity and the possibility of future rentals.

Administration and Corporate Operations

The Tarzana Improvement Association (TIA) continues to operate the BID with dedicated and hardworking volunteers, monthly meetings and utilizing the office in the Tarzana Community & Cultural Center for its daily operations. TIA is represented on the Ventura Blvd./Cahuenga Corridor Plan Review Board and the Tarzana Neighborhood Council.

Contingency and Reserve

The balance of the funds is allocated for contingencies, reserves and carryover to 2014. If any of the funds are not expended in 2014 they will be carried over to 2015.

Method & Basis of Assessment

The assessment is based on \$0.09305 per lot square foot and \$0.94892 per linear foot of street frontage. The TIA Board voted not to increase the assessment for the 2014 tax year.

Amount of Surplus/Deficit from previous Fiscal Year

Based on projected expenditures for December and the balance of accounts when this report was being drafted, the District is expected to have a surplus of \$117,102.43 from the 2013 fiscal year to be carried over into the 2014 fiscal year. There is no deficit from 2013 to be carried over.

Total Estimate of Cost for 2014

A breakdown of the total estimated 2014 budget is attached to this report as Appendix A.

Tarzana Improvement Association
Income Statement
Annual Planning Report December 1, 2013

2014 Assessments	\$70,570.86	
2013 Estimated Carryover	<u>\$117,102.43</u>	
2014 Total Estimated Budget		\$187,673.29

Public Right of Way & Sidewalk Operations	\$97,590.11	
District Identity/Marketing & Promotions	\$28,150.99	
Administration & Corporate Operations	\$45,041.59	
Contingency & Reserve	<u>\$16,890.60</u>	
2014 Total Estimated Expenditures		\$187,673.29